

GRANT APPLICATION

Application Packet

October 2013

COUNTY VOTING SYSTEM GRANT FUND



ARKANSAS
SECRETARY OF STATE

Mark Martin

For Questions or More Information, Contact:

Director of Elections
State Capitol, Room 026
Little Rock, AR 72201
(501) 682-5070

Email: electionsemail@sos.arkansas.gov

www.sos.arkansas.gov



General Information and Eligibility

During the Regular Session of the 88th Arkansas General Assembly, Act 1189 of 2011, requested by Arkansas Secretary of State Mark Martin, was enacted. This Act, entitled “An Act to Amend Arkansas Law Concerning Funds for Voting Systems,” created a new County Voting System Grant Fund to be administered by the Office of the Secretary of State. Among the provisions was a requirement for the Secretary of State to establish “guidelines and procedures” in order to administer the grant program. However, no companion appropriation bill for Act 1189 of 2011 was presented for consideration during this session.

In the 2012 Fiscal Session of the 88th Arkansas General Assembly, Act 211 of 2012, requested by Arkansas Secretary of State Mark Martin, established the companion appropriation for the County Voting System Grant Fund, and the initial appropriation was capped at \$1.5 million.

In accordance with provisions of Arkansas Code § 4-9-525(a)(1), records filed with the Office of the Secretary of State for filing and indexing initial financing statements and termination statements in compliance with the Uniform Commercial Code have a filing fee. A portion of the filing fees are deposited into the County Voting System Grant Fund, to be disbursed under guidelines and procedures prepared by the Secretary of State. (See Act 1189 of 2011; Act 1311 of 2013; A.C.A. § 19-5-1247(b)).

This Application Packet (revised 10/2013) applies to, and must be used to apply for, grant funds to be awarded in 2014.

What Types of Projects are Eligible?

Eligible counties may apply for funds through the grant program for the purpose of purchasing (revised in 2013):

- Voting system equipment;
- Voting system programming; and
- Voting system maintenance.

(See A.C.A. § 19-5-1247(c))

What Types of Projects are Ineligible?

Funds distributed from the County Voting System Grant Fund shall **not** be used for the following:

- Equipment, components, or programming for voter registration;
- Administrative costs;
- Reimbursement for prior purchases of equipment or maintenance; or
- Training of poll workers or other election administrators.

Application Process

When can we apply?

The program operates on an annual cycle with an application deadline of **February 28** for 2014. All applications must be received or postmarked by the day of the designated cycle deadline, or they will not be accepted.

Submitting an Application

The application must be signed by the County Judge, who will be ultimately responsible for the grant should it be received. Applicants must apply through the County Judge. Complete applications should include:

- Certification letter signed by the County Judge (page 9); and
- Application (pages 5-8)

Applicants must submit an original application with original signatures plus 2 copies.

Application Review

Applications are numbered and inspected for completeness and eligibility in the order received by the Elections Division of the Office of the Secretary of State. Individual proposal consultations can be arranged with Elections Division staff by appointment. Applicants are encouraged to submit applications well in advance of the cycle deadline to allow Secretary of State Staff to thoroughly review the application and assist applicants in correcting any deficiencies prior to the deadline.

Applications postmarked after the deadline date of February 28, 2014 will not be eligible for consideration.

REMEMBER: *Counties cannot make purchases or begin any part of a project until they have received their grant funds.*

Things to Remember

- Use only paper clips or binder clips. Fancy binding is unnecessary and will be removed.
- Type the application. A fillable pdf of the application is available on the Secretary of State's website or a copy can be emailed upon request.
- Apply for only what is needed. Total project costs do not have to equal available funds.
- The grant funds may not be used to reimburse any part of the project already purchased.

Reporting Requirements and Responsibilities

In compliance with Act 1189 of 2011, project funds will be expended through a fund established on the books of the County Treasurer. A copy of the original proposal and all project expenditures, with invoices attached, will be approved by the County Judge and remain on file in the office of the County Treasurer, for three years or until audited, whichever is later.

All project expenditures must be completed within 12 months after the date of the award. If for some reason obstacles prevent compliance with this requirement, submit a letter to the Director of the Elections Division explaining the situation and request an extension, including a reasonable date by which the project will be completed. Not all extensions will be granted.

A final report, including canceled checks and receipts of all funds expended, a copy of the county Ordinance appropriating the Voting System Grant Funds, and a check to the Secretary of State for any unspent grant funds, must be submitted by the County Judge. This must be done no more than 60 days following the project's completion or within the one-year period of the grant award, whichever comes first. A copy of the Closure Form can be found on page 10 of this packet.

Counties must submit their final report and the report must be approved by the Secretary of State before the County is eligible to receive any additional grant awards from the County Voting System Grant Fund. Applicants are also responsible with complying with all other aspects of state law not inconsistent with the provisions of the grant program.

2014 Voting System Grant Application

(Revised 9/2013)

County: _____

Address: _____

City: _____ State: _____ Zip: _____

County Judge's Name: _____

Phone: _____ Fax: _____

E-mail: _____

Amount for which the county is applying: \$ _____

(1) What is the project for which the county is applying? (Briefly describe)

(2) Why is the project needed? Please include discussion of any emergencies or urgent needs.

(3) For what purpose will the grant funds be used?

(4) What funding and other resources will be used to maintain and operate the project in the future?

(5) Has the county collaborated with any other funding sources to help pay for this project?

Note: Other sources of funds are not required, but are permissible. However, additional funds, if any, should remain separate from all County Voting System Grant Funds.

Yes No

If so, please list the names and the collaboration efforts.

(6) List other equipment, facilities, and other resources currently being used that are relevant to the application and their current condition.

Cost Estimate Breakdown

Please itemize below the cost estimate for the project as much as possible. Add extra sheets if necessary.

<u>Item</u>	<u>Cost</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL PROJECT COST	\$ _____

(7) List the name, address, phone and fax numbers of two contact persons who are knowledgeable about the application.

Primary Contact Name: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail: _____

Secondary Contact Name: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail: _____

NOTE: The individual listed as the primary contact will receive all correspondence regarding application status in addition to the County Judge. Individuals listed as secondary contact will only be contacted if Secretary of State Staff are unable to contact the primary contact.

ADDITIONAL INFORMATION NEEDED SHOULD THIS APPLICATION BE CHOSEN FOR FUNDING

Local Newspapers: (1) _____ (2) _____

Address: (1) _____ (2) _____

City / State / Zip: (1) _____ (2) _____

With my signature below, I do hereby certify that I have read, understand, and support the above application for grant funds through the County Voting System Grant Fund. I further certify that I have read, understand, and agree to abide by the guidelines and procedures governing the grant program (revised 9/13).

Signature of County Judge

Date Signed

Signature of Primary Contact Person

Date Signed

Signature of Secondary Contact Person

Date Signed

Please carefully review the application and be sure that you have completely answered every question. This document must be postmarked by the application deadline. The Secretary of State must receive an original copy along with 2 additional copies. FAXES WILL NOT BE ACCEPTED. Please mail applications to:

**Arkansas Secretary of State
Director of Elections
State Capitol, Room 026
Little Rock, AR 72201**

Certification Letter

Date _____

Dear Director of Elections:

I designate myself, County Judge of _____ County, as the person ultimately responsible for the administration of the County Voting System Grant, if awarded. Project funds from the Secretary of State will be expended through a fund established on the Treasurer's books of the county of _____, and all project expenditures with invoices and canceled checks attached, in addition to copies of all application materials, will remain on file in the office of the County Treasurer, for three years or until audited (whichever is later), to assure that funds were used for the purposes for which they were made available. I understand that our county must comply with all other aspects of state law not inconsistent with the grant program.

This application is made using the Application Packet dated September, 2013. A copy of the county Ordinance(s) appropriating the voting system grant funds will be attached to the Voting System Grant Fund Closure Form.

If additional information is needed concerning this project, please feel free to contact me or the project's primary contact person (name) _____ at (phone number) _____.

Thank you for your consideration.

Sincerely,

County Judge (printed name): _____

County Judge (signature): _____

County: _____

Phone Number: _____

Voting System Grant Fund Closure Form

County: _____ Date of Award: _____

Address: _____

City: _____ State: _____ Zip: _____

Physical Address Where Purchased Items are Stored/Located: _____

1) Please give an itemized report of expenditures involving **grant funds** (attach additional pages, if necessary):

<u>Date</u>	<u>Item</u>	<u>Cost</u>

2) Attach copies of all canceled checks and invoices using grant funds to this form.

3) Attach a copy of the county Ordinance(s) appropriating the grant funds.

4) Total amount of grant funds received: \$ _____
(Amount of state grant award)

5) Total amount of grant funds expended: \$ _____

6) Amount (if any) of grant funds remaining: \$ _____

Note: A check payable to the Secretary of State for any remaining grant funds must be attached to this report.

7) Prepared by (signature of preparer): _____

8) Printed name and phone number of preparer: _____

9) Approved by (signature of County Judge): _____

10) Printed name and phone number of County Judge: _____

11) Date of submission: _____

****NOTE: All questions must be answered for the grant to be completed and closed.**

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